

# BID SOLICITATION



City of Chattanooga  
100 East 11th Street, Room 200  
Chattanooga TN 37402

## BID OPENING DATE AND TIME:

06/21/2006 2:00 PM

BID NUMBER: B0003283

BUYER: Talley, Debbie J.

PHONE #: (423) 757 - 5184 ext.

DELIVERY REQUIRED: 06/21/2006 2:00 PM

## SEALED BIDS

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

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City of Chattanooga  
100 East 11th Street, Room 200  
Chattanooga TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>Requisition No.: R0089991 Ordering Department: Purchasing Buyer &amp; Phone: Debbie Talley 423-757-5184 *****</p> <p>ITEM BEING PURCHASED: City Wide Temporary Employment Services *****</p> <p>This Shall Be A Twelve (12) Month Requirements Contract To Supply Citywide Temporary Employment Services. The Contract Term May Be Renewed For Two (2) Additional Twelve (12) Month Terms Under The Same Terms And Conditions By Mutual Agreement. The City Of Chattanooga And The Contractor May Bilaterally Extend The Contract By Providing Written Confirmation of Agreement By Both Parties At Least 30 Days Prior To The Contract's Current Expiration Date Into Any Successive Term As Provided Herein. *****</p> <p>ATTACHMENTS: AFFIRMATIVE ACTION PLAN INSURANCE REQUIREMENTS *****</p> <p>NOTES: 1) Each Item Must Have a BASE PAY &amp; PAY RATE.  2) All Questions Should Be Submitted In Writing By The End Of Business On June 13, 2006 to:  Debbie Talley 200 City Hall Annex Chattanooga, Tennessee 37402 Fax Number: 423-757-4851 email address: talley_deb@mail.chattanooga.gov *****</p> <p>*** BIDS MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM EST on June 21, 2006 *** *****</p> <p>Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.</p>				

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS.

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	<p>The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city.</p> <p>The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin.</p> <p>***** NOTE ***** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:</p> <p>Phone/Toll-Free No. _____</p> <p>FAX No. _____</p> <p>eMail Address _____</p> <p>Contact Person's Name _____</p> <p>Employer's ID No. _____</p> <p>***** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION *****</p>				
1.0	962-69 Accountant - Regular Hours	1.00	HR	_____	_____
2.0	962-69 Accountant - Saturday/Overtime	1.00	HR	_____	_____
3.0	962-69 Accountant - Sunday/Holiday	1.00	HR	_____	_____
4.0	962-69 Accountant - Night-Time/Evening	1.00	HR	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
5.0	962-69 Cashier - Regular Hours	1.00	HR		
6.0	962-69 Casier - Saturday/Overtime	1.00	HR		
7.0	962-69 Cashier - Sunday/Holiday	1.00	HR		
8.0	962-69 Cashier - Night-Time/Evening	1.00	HR		
9.0	962-69 Clerical - Regular Hours	1.00	HR		
10.0	962-69 Clerical - Saturday/Overtime	1.00	HR		
11.0	962-69 Clerical - Sunday/Holiday	1.00	HR		
12.0	962-69 Clerical - Night-Time/Evening	1.00	HR		
13.0	962-69 Accounts Payable Clerk - Regular Hours	1.00	HR		
14.0	962-69 Accounts Payable Clerk - Saturday/Overtime	1.00	HR		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
15.0	962-69 Accounts Payable Clerk - Sunday/Holiday	1.00	HR		
16.0	962-69 Accounts Payable Clerk - Night-Time/Evening	1.00	HR		
17.0	962-69 Accounting Clerk - Regular Hours	1.00	HR		
18.0	962-69 Accounting Clerk - Saturday/Overtime	1.00	HR		
19.0	962-69 Accounting Clerk - Sunday/Holiday	1.00	HR		
20.0	962-69 Accounting Clerk - Night-Time/Evening	1.00	HR		
21.0	962-69 Clerk-Typist - Regular Hours	1.00	HR		
22.0	962-69 Clerk-Typist - Saturday/Overtime	1.00	HR		
23.0	962-69 Clerk-Typist - Sunday/Holiday	1.00	HR		
24.0	962-69 Clerk-Typist - Night-Time/Evening	1.00	HR		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
25.0	962-69 Crew Worker (Labor) - Regular Hours	1.00	HR		
26.0	962-69 Crew Worker (Labor) - Saturday/Overtime	1.00	HR		
27.0	962-69 Crew Worker (Labor) - Sunday/Holiday	1.00	HR		
28.0	962-69 Crew Worker (Labor) - Night-Time/Evening	1.00	HR		
29.0	962-69 Custodian - Regular Hours	1.00	HR		
30.0	962-69 Custodian - Saturday/Overtime	1.00	HR		
31.0	962-69 Custodian - Sunday/Holiday	1.00	HR		
32.0	962-69 Custodian - Night-Time/Evening	1.00	HR		
33.0	962-69 Clerk/Office Assistant w/Computer Experience - Regular Hours	1.00	HR		
34.0	962-69 Clerk/Office Assistant w/Computer Experience - Saturday/Overtime	1.00	HR		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
35.0	962-69 Clerk/Office Assistant w/Computer Experience - Sunday/Holiday	1.00	HR		
36.0	962-69 Clerk/Office Assistant w/Computer Experience - Night-Time/Evening	1.00	HR		
37.0	962-69 Clerk/Office Assistant - Regular Hours	1.00	HR		
38.0	962-69 Clerk/Office Assistant - Saturday/Overtime	1.00	HR		
39.0	962-69 Clerk/Office Assistant - Sunday/Holiday	1.00	HR		
40.0	962-69 Clerk/Office Assistant - Night-Time/Evening	1.00	HR		
41.0	962-69 Data Entry - Regular Hours	1.00	HR		
42.0	962-69 Data Entry - Saturday/Overtime	1.00	HR		
43.0	962-69 Data Entry - Sunday/Holiday	1.00	HR		
44.0	962-69 Data Entry - Night-Time/Evening	1.00	HR		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
45.0	962-69 Equipment Operator - Regular Hours	1.00	HR		
46.0	962-69 Equipment Operator - Saturday/Overtime	1.00	HR		
47.0	962-69 Equipment Operator - Sunday/Holiday	1.00	HR		
48.0	962-69 Equipment Operator - Night-Time/Evening	1.00	HR		
49.0	962-69 File Clerk - Regular Hours	1.00	HR		
50.0	962-69 File Clerk - Saturday/Overtime	1.00	HR		
51.0	962-69 File Clerk - Sunday/Holiday	1.00	HR		
52.0	962-69 File Clerk - Night-Time/Evening	1.00	HR		
53.0	962-69 General Office Worker - Regular Hours	1.00	HR		
54.0	962-69 General Office Worker - Saturday/Overtime	1.00	HR		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
55.0	962-69 General Office Worker - Sunday/Holiday	1.00	HR		
56.0	962-69 General Office Worker - Night-Time/Evening	1.00	HR		
57.0	962-69 General Manual Labor - Regular Hours	1.00	HR		
58.0	962-69 General Manual Labor - Saturday/Overtime	1.00	HR		
59.0	962-69 General Manual Labor - Sunday/Holiday	1.00	HR		
60.0	962-69 General Manual Labor - Night-Time/Evening	1.00	HR		
61.0	962-69 Laborer - Regular Hours	1.00	HR		
62.0	962-69 Laborer - Saturday/Overtime	1.00	HR		
63.0	962-69 Laborer - Sunday/Holiday	1.00	HR		
64.0	962-69 Laborer - Night-Time/Evening	1.00	HR		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
65.0	962-69 Maintenance Mechanic - Regular Hours	1.00	HR		
66.0	962-69 Maintenance Mechanic - Saturday/Overtime	1.00	HR		
67.0	962-69 Maintenance Mechanic - Sunday/Holiday	1.00	HR		
68.0	962-69 Maintenance Mechanic - Night-Time/Evening	1.00	HR		
69.0	962-69 Payroll - Regular Hours	1.00	HR		
70.0	962-69 Payroll - Saturday/Overtime	1.00	HR		
71.0	962-69 Payroll - Sunday/Holiday	1.00	HR		
72.0	962-69 Payroll - Night-Time/Evening	1.00	HR		
73.0	962-69 Permit Processor - Regular Hours	1.00	HR		
74.0	962-69 Permit Processor - Saturday/Overtime	1.00	HR		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
75.0	962-69 Permit Processor - Sunday/Holiday	1.00	HR		
76.0	962-69 Permit Processor - Night-Time/Evening	1.00	HR		
77.0	962-69 Phone Ticket Operator/Agent - Regular Hours	1.00	HR		
78.0	962-69 Phone Ticket Operator/Agent - Saturday/Overtime	1.00	HR		
79.0	962-69 Phone Ticket Operator/Agent - Sunday/Holiday	1.00	HR		
80.0	962-69 Phone Ticket Operator/Agent - Night-Time/Evening	1.00	HR		
81.0	962-69 Plant Operator - Regular Hours	1.00	HR		
82.0	962-69 Plant Operator - Saturday/Overtime	1.00	HR		
83.0	962-69 Plant Operator - Sunday/Holiday	1.00	HR		
84.0	962-69 Plant Operator - Night-Time/Evening	1.00	HR		

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85.0	962-69 Receptionist - Regular Hours	1.00	HR		
86.0	962-69 Receptionist - Saturday/Overtime	1.00	HR		
87.0	962-69 Receptionist - Sunday/Holiday	1.00	HR		
88.0	962-69 Receptionist - Night-Time/Evening	1.00	HR		
89.0	962-69 Secretary - Regular Hours	1.00	HR		
90.0	962-69 Secretary - Saturday/Overtime	1.00	HR		
91.0	962-69 Secretary - Sunday/Holiday	1.00	HR		
92.0	962-69 Secretary - Night-Time/Evening	1.00	HR		
93.0	962-69 Secretary w/Shorthand Skills - Regular Hours	1.00	HR		
94.0	962-69 Secretary w/Shorthand Skills - Saturday/Overtime	1.00	HR		

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96.0	962-69 Secretary w/Shorthand Skills - Night-Time/Evening	1.00	HR		
97.0	962-69 Security Guard - Regular Hours	1.00	HR		
98.0	962-69 Security Guard - Saturday/Overtime	1.00	HR		
99.0	962-69 Security Guard - Sunday/Holiday	1.00	HR		
100.0	962-69 Security Guard - Night-Time/Evening	1.00	HR		
101.0	962-69 Truck Driver w/CDL - Regular Hours	1.00	HR		
102.0	962-69 Truck Driver w/CDL - Saturday/Overtime	1.00	HR		
103.0	962-69 Truck Driver w/CDL - Sunday/Holiday	1.00	HR		
104.0	962-69 Truck Driver w/CDL - Night-Time/Evening	1.00	HR		

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## BID OPENING DATE AND TIME:

06/21/2006 2:00 PM

BID NUMBER: B0003283

BUYER: Talley, Debbie J.

PHONE #: (423) 757 - 5184 ext.

DELIVERY REQUIRED: 06/21/2006 2:00 PM

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City of Chattanooga  
100 East 11th Street, Room 200  
Chattanooga TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
105.0	962-69 Heavy Equipment Operator - Regular Hours	1.00	HR		
106.0	962-69 Heavy Equipment Operator - Saturday/Overtime	1.00	HR		
107.0	962-69 Heavy Equipment Operator - Sunday/Holiday	1.00	HR		
108.0	962-69 Heavy Equipment Operator - Night-Time/Evening	1.00	HR		
109.0	962-69 Window Ticket Seller - Regular Hours	1.00	HR		
110.0	962-69 Window Ticket Seller - Saturday/Overtime	1.00	HR		
111.0	962-69 Window Ticket Seller - Sunday/Holiday	1.00	HR		
112.0	962-69 Window Ticket Seller - Night-Time/Evening	1.00	HR		
113.0	962-69 Referee - TSSAA Certification	1.00	HR		
114.0	962-69 Referee - High School Kids (Age 17-18)	1.00	HR		

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS.

The City is Exempt from all Federal and State Tax.  
Bids will be received at the above mentioned address.

ALL BIDS MUST BE SIGNED - The undersigned offers the above quoted prices under the conditions contained herein.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TERMS OF PAYMENT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

# BID SOLICITATION

Page 14 of 14  
Printed: 6/2/2006



City of Chattanooga  
100 East 11th Street, Room 200  
Chattanooga TN 37402

## BID OPENING DATE AND TIME:

06/21/2006 2:00 PM

BID NUMBER: B0003283

## SEALED BIDS

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

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City of Chattanooga  
100 East 11th Street, Room 200  
Chattanooga TN 37402

BUYER: Talley, Debbie J.

PHONE #: (423) 757 - 5184 ext.

DELIVERY REQUIRED: 06/21/2006 2:00 PM

Item	Class-Item	Quantity	Unit	Unit Price	Total
115.0	962-69 Umpires	1.00	HR		
116.0	962-69 Sports Officials	1.00	HR		
117.0	962-69 Sports Coordinators	1.00	HR		
118.0	962-69 Ballfield Laborers - Prep fields for play (hours would be dictated by a tournament schedule - possibly night work).	1.00	HR		
				<b>TOTAL:</b>	
NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS.					

The City is Exempt from all Federal and State Tax.  
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ALL BIDS MUST BE SIGNED - The undersigned offers the above quoted prices under the conditions contained herein.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

TERMS OF PAYMENT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_



## **Affirmative Action Plan**

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the contractor and/or subcontractor shall be a breach of this contract.

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(Signature of Contractor)

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(Title and Name of Company)

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(Date)



## REQUIREMENTS FOR INSURANCE COVERAGE

The Contractor shall not commence work under these Contract Documents until he has obtained all insurance required herein nor shall the Contractor allow any Subcontractor to commence work on his subcontract until similar insurance required of the Subcontractor has been obtained by the Subcontractor. Insurance shall be placed by the Contractor with one or more insurance carriers licensed to do business in the State of Tennessee. Each insurance policy shall be renewed ten (10) days before the expiration date of the policy.

Certificates of insurance shall be filed with the City prior to commencement of the work. These certificates shall contain a provision that coverage's afforded under the policies will not be changed or canceled unless at least fifteen (15) days' written notice has been given to the city. The Contract shall not be binding upon the city until the insurance coverage required herein has been obtained and certificates have been filed with the City.

Adequate insurance coverage shall be maintained by the Contractor at all times. Failure to maintain adequate coverage shall not relieve the Contractor of any responsibilities or obligations under these Contract Documents. In the event any insurance coverage is canceled or allowed to lapse, the Contractor will not be permitted to prosecute the work until adequate and satisfactory insurance has been obtained and certificates of insurance furnished to the City. Failure to keep insurance policies in effect will not be cause for any claims for extension of time under these Contract Documents.

All such policies shall be subject to approval by the City Attorney. Should the City Attorney at any time in his sole discretion determine that the insurance policies and certificate provided may not be sufficient to protect the interests of the City because of the insolvency of the insurance company or otherwise, the Contractor shall replace such policies with policies meeting his approval.

The Contractor shall procure and maintain at his own expense, during the Contract Time, insurance as hereinafter specified:

Workmen's Compensation Insurance that shall protect the Contractor against all claims under applicable state workmen's compensation laws shall be maintained. The Contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall also include an endorsement providing coverage in all states in which work is performed. The Contractor shall require all the Subcontractors to provide similar Workmen's Compensation Insurance for all the Subcontractors' employees on the work unless such employees are covered by the protection afforded by the Contractor. The liability limits shall not be less than that required by statute.

General Public Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims arising from injuries including death, to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or Subcontractors. In addition, this policy shall specifically insure the contractual liability assumed by the successful bidder to defend and indemnify the City of Chattanooga against such claims or suits.

To the extent that the work may require blasting, explosive conditions or underground operation, the comprehensive general public liability and property damage coverage shall contain no exclusion relative to blasting, explosion, collapse of buildings, or damage to underground property.

The comprehensive general public liability and property damage coverage shall also protect the Contractor against all claims resulting from damage to:

1. Private driveways, walks, shrubbery and plantings;
2. Public utility facilities; and
3. U.S. Government monuments.

The liability limits shall not be less than:

Bodily Injury	\$ 500,000 each person \$1,000,000 each occurrence
Property Damage	\$ 250,000 each occurrence \$ 500,000 aggregate

The general public liability and property damage insurance shall carry an endorsement in form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims and damage whatsoever, including patent infringement. General public liability and property damage insurance shall be kept in force at all times during the course of the work until such time as the work covered by these Contract Documents has been completed and accepted by the City.

Comprehensive Motor Vehicle Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

The liability limits shall not be less than:

Bodily Injury	\$ 250,000 each person \$ 500,000 each occurrence
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